P13

G. R. S. IX-5]

Previous references.

84 1681-15

Later references.

File No. 6-14

Serial No. 69

1914.

(G. M)

Preserved

GENERAL AND REVENUE SECRETARIAT.

Serial No. 61

Part B for April 15

SUBJECT.

Corr. No 115-59 T 28.4.15 Appointg Mustafa Ali Khan as a clerk on Rs 20/- pm on the temp establ. of the G.R.S with effect from 23-4-15. & on probation for one month. Also papers relating to his subsequent removal from his temporary appointment.

W D 65—GPB—50,000—21-7-16

G.R. 30/1/17.

Rm 30.1.17

G.R.S. 11] 1914 – 15

GENERAL AND REVENUE SECRETARIAT.

(G. Sn)

NOTES.

File No. 6 – 14.

FILE HEADING.

Appointments on the superior Establishment of the Gen: and Rev: Secretariat.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

GPB—35,000—15-6-12

P. T. 6.

General and Revenue Secretariat.

G.S. File No. 6 of 1914-15

Serial No.

Extracts of orders in another file :—

"In regard to the vacancy on Rs. 20/- Mustapha Mahommed Khan son of Mr. Mustapha Khan, a retired clerk of the G.R.C. may be appointed. This man has passed the Lower Secy Examn. and has appeared for the School Final Examn. He is certified to be well up in English."

(Intd) B.D.
21/4/15

2/

"The appointment of Mustafa Mahommed Khan on Rs. 20/- may be approved. He will be taken on trial for one month"

(Intd) P.S
21/4/15.

3/

"I agree"

(Intd) D.D.D.
22/4/15.

69 G.O. No. G-11559 dt. 23-4-1915

Appointing the candidate in question as a clerk on Rs. 20 in the Temporary establishment with effect from the 23rd April 1915 on trial for one month.

To

Mr. Mustafa Khan

No. G-11560 dt. 23-4-1915

Forwards copy of the above, through the Supt. of Bx IV, for information and guidance, and returns the two certificates produced by him.

NOTE—Contn. sheet.

GRB—25,000—2-11-14

(3

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

4 Mahomed Khan

temporary clerk, appointed on trial for a month from 23rd April 1915.

5 He is very poor in English and incapable of attending to any work independently. He can only be put on copying work of which there is little in Branch IV.

6 If further trial is considered expedient the same may be given to him in another branch

B Seshagiriao

21.5.15.

Subd. to Registrar

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000 –29-6-14

(A)

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Md. Mustapha Khan was appointed on trial for one month ~~from~~ from 23rd April. He was tried in Br IV during the period. The Supt Br IV finds that the man is counting in English & is not useful. I agree with the Supt and recommend that his services may be terminated. If this is approved proposals for the vacancy so caused will be separately submitted

Dy Cen

22/5

Put up the Cen to Z the vacancy?

24/5

Submd.

No definite term has been fixed. The vacancy is one of clerkships on Rs. 20/- on the Temporary Establt. of the E.A.G.

E.D.

24/5/15

Dy Cen

24/5

24/5

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-14

(5

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

11

12

As the young man has not been found satisfactory after trial he may be sent away & some one more competent selected

Secy 24/5/15

Direct 24/5

24/5

Mr.

13

To the Supdt of Brs. IV for favor of note & return

C.R. 24/5/15.

24/5

13

Noted.

25/5 16 Leeds

25/5 Rees (afternoon 2 to 2½)

Lord J. for note.

25/5

25/5

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-15

[R. S. 12]

Misc 1101-14

General and Revenue Secretariat.

G.M. File No. 6 of 1914-15.

Work done by the new recruits.

Serial No. 15

Reports from all the Supdts. concerned have been obtained and a tabular statement prepared, as directed by Registrar. Subd with reference to paragraph 11 Submt.

Khanasaheb
10.6.15

D.R. 9/6/1915. 10/6/15

Dy Secy

11

16

Nil

1/ Serves quite a good purpose if reports are framed on keen observation

Nil remarks.

The work may be considerably reduced as a result. The statement may be used as long as it is

Decr 11/6

11/6

Secy

Decr 11/6

11/6

19

Circulated to Branches for note of the Dy Secy's remarks

11/6

Remarks

20 If approved, a fresh column "Further remarks" will be opened in the statement in question

I		Stg. Estt.	14/6/15.
II		Gl. Records	
III		D.O.	
IV		Dy. Sect.	16/6
V		G.D.	
VI		Daraga Sah	
VII		Branch ii	
VIII			

NOTE—Contn. sheet.

GPH—25,000—2-11-14

(7

G. R. S. 12]

General and Revenue Secretariat.

G. Br. File No. 6 of 1914-15

Serial No.

to prepare

and a similar statement in respect of subsequent entrants and both circulated among the Supdts. of Branches & Sections concerned for entering their further or first remarks, as the case may be.

Submd. for orders.

S. Br. 23/9/15 WW 23/9

Approved Br. 24/9.

Statements I & II are put up and circulated among the Supdts. of Branches and Sections noted below for favor of entering therein their further or first remarks as the case may be.

S. Br. 27/9/15

Branch I noted & passed on 2/10

" II Notes passed on.

" III noted & passed on 5/10

" IV 6.10.15.

" V noted & passed on

" VI 6/10 noted & passed on

" VII noted & passed on

Special Cell — 11/10/15.

Genl. Records — noted & returned 11/10/15

Desera Section

Cash Section WW 12/10

Circulated WW 27.9.15

Also

NOTE—Contn. sheet.

GPB—25,000—30-4-15.

8

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

No. 9 in Statement I

As far as the work of Sri. Partha-sarathi Naidu[x] in Damara Section is concerned, Sri K. Sreekantaiya has recorded his opinion about it. Since he was working in Br. V prior to his transfer to the Damara section, Dr V.R. Gurupada Rao may be asked to kindly record his further remarks about him

The Supt. of Br. IV has not recorded his remarks against Sl. Narayana Rao (no. 30 in the Statement). This may therefore be sent to him again for favor of doing the needful.

S.Sl.
13/10/1915
(Camp Mysore)

2nd To Br V Supdt. in the first instance

Ull noted & sent
14/10/15 hrs
20/1/15

To the Supdt Br IV

Ull
21/10/15
Needful done & sent
21/10

To Dr. S. Narasimha Murthi Rao
Camp Mysore

N.B. Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—5-8-15

Pl. 69

(9

G. R. S. 12]

General and Revenue Secretariat. | G.M. File No. 6 of 1915-16

Serial No.

1 Submd. The Registrar's remarks have now to be kindly entered in the last column of the two statements herewith put up

S.D.
27/10/15.

2 Resubmitted on my return to Headquarters

Rec.
27/10.

3 Submd

Ag
9.11.15

4 Separate action is being taken, as instructed by Registrar today. This file may be sent to Br. V for being recorded.

S.D.
27/11/1916.

NOTE—Contn. sheet.

GPB—20,000—30-6-15.

10

Bon
Q/he has learned
the L.S exam &
will give him a
fair addl
Orders
3/D
No, 71 &c.

Bangalore
31st March 1915.

No. (4)

The Secretary to the Government
of Mysore,
Gl: & Rev: Departments.

Sir,

No 8500

I humbly and respectfully pray that, in consideration of my long and faithful service, my eldest son M. Mahmood Khan who is now in his 24th year and who has appeared for the School Final Examination held recently, having passed the Lower Secondary Examination, you will be pleased to give him an appointment in the Secretariat and thus relieve me from my straitened circumstances which I have been subject to from the time of my retirement.

Begging to be pardoned for the trouble, I beg to remain Sir
Your most obedient Servant
M. Mustapha Khan
Retired Clerk
G. R. I.

Two drafts

4

G. on. 6 — 14 — 69

G. R. S. 34]

No. G. 11559

GOVERNMENT OF H. H. THE MAHARAJA OF MYSORE.

General and Revenue Secretariat.

( )

Office Memorandum.

To

the 23. 4. 1915.

Mustapha Mahommad Khan is appointed as a clerk on Rs. 20 per mensem on the Temporary Establishment of the Gen: & Rev: Secretariat with effect from the 23rd April 1915.

He will be tried for one month.

S. O

Br.

For Offg. Secy. to Govt.

Rro: G. 11560/Rro of 23. 4. 15

Copy of the above is forwarded to Dr. M. Khan through the Superintt. of Br. IV for information and guidance

2. The two certificates produced by him are herewith returned.

S. O

Br.

For Offg. Secy. to Govt.

1. M. S. Examn. Certificate.
2. Certificate of examination by the Professor of English, St. Joseph's College, Bangalore.

23/4/15

Supdt.
G.R.
23/4/15.

23/4/15

GPB—5,000—7-8-11

I

Concerning Secretariat, work done by them &c. called for by Deputy Secretary) for quarter ending 30. 6. 1915 to 30. 9. 1915

Supt's remarks.	Remarks of the Deputy Secretary	Further remarks of the Supt. concerned.	Further orders of Controlling Officers.
This work is satisfactory. She is sharp and gets through a large quantity of work in a short time.	I am glad	No further Remarks. BOX 4/10/15	
This work is satisfactory. She is one of the best of the 2nd Div. Officials in the Branch. The Asst. Secretary is also satisfied with the work of this official.	do	Since rewritten to the Excise Dept.	
They have, however, been employed on other work also during the absence of the Diarist, Despatcher &c. I am glad to submit that all the 3 men have worked satisfactorily in this Branch.		All the 3 have continued to do good work during the last quarter. BOX 5.10.15.	
Both of the officials are intelligent enough to understand their work. I have been examining their work now and then	This is not sufficient. I hope they will do a little more and give good work	Does his work well. I have nothing to complain against him. BOX 2/10	Controlling Officer takes interest in his work - Very obedient. BOX 2/10

Statement of new Ag. Recruits of the Gen

Serial No.	Name of ag. clerk	Where working	Date of entertainment	Nature of work done
1	B. Raghavendra Rao	Br. II	25 – 11 – 1914	Maintains Jail Registers and Mis. Register.
2	G. Krishniengar	—D.—	1 – 12 – 1914	Keeps File Register of S. Section & does ... case-work also.
3	S. Narayanaswami Rao	Br. IV	27 – 11 – 1914	Working in Br. IV from 18. 12. 14
4.	Y. Swaminathaiya	—D.—	26 – 3 – 1915	Keeps File Regi —D.—
5	Mastankhan Yasin	—D.—	3 – 1 – 1915 on Rs. 20. (He was formerly employed in the Record-Sorting Sch...)	Working in Br. from 3. 5. 1915 Branch Recor...
6	B. W. Krishna Murti	Br. I	29. 3. 1915	Maintains File Re... of Forests & two oth... Secns.
7	Mr. Abdur Rahiman Khan	—Do—	17 – 4 – 1915	Attending to H... Suit cases of H... L. R. Secn.

9	B. Hanumanta Rao	Bx. V	24-3-1915 on Rs. 25/- (was formerly employed in the Record-Sorting Sctt.)	Recording
a	M. Parthasarathi Naidu	— Do — (now Dasara Section)	24-3-1915	File-registering
10	Mr. A. K. Sankaraiya, B.A.	Bx. III	13-11-1914 on Rs. 30	— Do — and occasionally minor case-work & other Dis. work
11	V. Kumaraswami	— Do —	16-1-1915 on Rs. 25 (was formerly serving in the Record Sorting Sctt.)	Branch Diarist & has attended to the keeping of various registers &
12	S. K. Srinivasa Rao	Bx. VII	21. 11. 1914	File-registering Attending to petns. Preparing index to file-headings Helping Recorder
13	S. Ramaswamiengar	Cash Secn.	24-11-1914	Maintains File-register pertaining to Cash Secn, Secrs. Register. Prepares Contingent Bills & does other work entrusted to him

and giving them instructions. With further experience they may prove themselves useful to the Branch.

Passable and capable of turning out better work with a little more application.

Do

This is bad. He should be informed that if he does not give more satisfaction, he will be sent away

A

has improved considerably during the last quarter & is turning out good work

Hes 4/10

has improved since last requires watching

He has just come to the Branch. I am therefore unable to say anything yet.

Hes 21/10

Obs. 4/10 He worked only for about a minute & I am not competent to give any definite opinion except that he worked

I have nothing more to add except that I am not satisfied Mr. N. sanksick is now under supervision being given minor case work and he has been doing this satisfactorily

required constant & careful

HS 17/10

HS 5/10

Both these clerks have done the work allotted to them very satisfactorily. Both have shown intelligence and application to duty.

I am glad

A

He is an excellent hand. His work in the Branch is very good

do.

He continues to do good work.

HS 6/10

He is willing, obedient and hard working.

What about his capacity?

He has picked up his work and does his work satisfactorily

HS

12/10/10

14	N. K. Ramaiya	Br. VI	3 – 11 – 1914	Maintains Diary N.G. Regt, Dis. Regr. Diwan & Interviews & Prepares fortnightly & monthly arrear lists and Records & Files daily.
15	Putta Gowda	—Do—	26 – 1 – 1915	Despatching, Receiving and maintaining Press Book
16	N. B. Thammanna	Sen: Dispg. Sec^t	24 – 3 – 1915 on Rs. 25 was formerly serving in the Record-Sorting Sec^t	Maintains Pol. From & To Regrs Distributes tappal & consolidates arrear list.
17	T. C. Palaniswamy	—Do—	29 – 3 – 1915	Distributing tappals, maintaining dawk register; preparing abstracts of tappal; and compiling statements of references disposed of by Diwan & Members of Council
18	A.N. Venkatachala Modaliar	Sen Records	24 – 3 – 1915.	Compilation of Index to monthly Proceedings and other mis. work

(3)

He was also keeping the File Register and in all work entrusted to him he showed willingness and efficiency.

Good

Is a willing hand. Work satisfactory.

Good

Work Satisfactory

Sd.

Work Satisfactory

Sd.

Is doing his work fairly well.

Fair will do.

He has since resigned his appt.

W.

19	C. R. Chayapati Sarma	Typing Secn.	20 - 11 - 1914	Typing
20	N. Ramachandra Rao	— Do. —	21 - 11 - 1914	— Do. —
21	B. Krishna Murti	Supdt. of the First Member	—Do.—	—Do.—
22	V. Thiruvengadam	Typg. Secn.	— Do. —	— Do. —
23	G. K. Venkataraman	— Do. —	23. 11. 1914	—Do.—
24	M. Krishnaswami Rao	— Do. —	—Do.—	— Do. —
~~25~~	P. Seshagiri Rao	Record-sorting	2 - 1 - 1915	
26	L. Sreenivasa Rao	~~Do.~~ —Do.—	24 - 3 - 1915	
27	Y. ~~Ramachary~~	— Do. —	—Do—	Record-sorting & reasoning old files.
28	V. R. Subba Rao	— Do. —	29 - 3 - 1915	
29	Y. Subbaraya	— Do. —	1 - 4 - 1915	
30	Dd. Narayana Rao	Sr. IV	8 - 6 - 1915	

R.R. 9/6/1915 M 9.6.15

Satisfactory. 16

do

do

do

do

do

do

do

Mr.

C. Seshagiri Rao has more experience in the sorting work than the others, because he was appointed from 2. 1. 1915; whereas the others very recently. All the clerks have gained experience and have reached the minimum no. of serials prescribed viz., 25 in the case of "Recorded Serials" and 30 in the case of "Destruction Serials."

MV

(25) Line required.

(26). He has understood the work very well. He has reached the prescribed minimum & is an obedient and a willing hand. 11/10 11/10/15.

(27) Line required.

(28) Same as 26. 11/10

(29) — do — 11/10/15 11/10

Good

11/6/15

Work satisfactory.

21.10.15

Serial	Name of the temporary clerk & Caste	Where working	Date of entertainment	Na
11	D. Narasinga Rao (20)	Estt. Br. of the Genl. Branch	3. 8. 1915	Sorter
12	T. Raghava Bhar (20)	—Do—	7. 8. 1915	—
13	S. E. Job (20)	—Do—	5-8-1915	—
14	D. Sundara Rao (40)	Temporary Clerk, Organization & Development Branch (Br. IV)	4. 9. 1915	

(2

...ture of work done	Superintendent's remarks	Controlling Officer's orders.
...f records.	(He takes some little more to come up to the prescribed minimum as he is new). But he is a willing hand.	
— do —	— do — 30 11/10	
	30 11/10/15	
— do —	— do —	
	30 11/10/15.	
	Has just joined.	
	5.10.15	

Statement

13

Statement of work of the Ag. and Temporary Cle
during quarter ending 30th Septr. 1915

Serial number	Name of the acting or temporary clerk & pay	Where working	Date of entertainment	Re
1	Sri. Seshiengar (Rs. 30)	Br. I	2. 8. 1915	Ti of
2	Y. Venkatasubbaiya (30)	Br. II	31. 7. 1915	Fi d
3	Y. Venkatakrishnaiya (30)	Br. I	12. 8. 1915	wo (t du
4	B. Sri. Narasimhiengar (25)	Genl. Records	1. 8. 1915	Misc tie
5	T. V. Ramanuswamiengar (25)	Br. VI	4. 8. 1915	
6	K. V. Lakshmanan (25)	Br. VII	17. 8. 1915	
7	Sri. S. Sreehara Murti (20)	Br. V	16. 8. 1915	
8	B. Sri. Sitaramaiya (20)	Br. VI	2. 8. 1915	
9	S. Madhava Rao (20)	Br. III	20. 9. 1915	Thill and re
10	Sri. Suryabhatta (20)	Spl. Br. in the Genl. Records	1. 8. 1915	Son

...ks of the General and Revenue Secretariat, entertained—

...ture of work done	Superintendent's remarks	Controlling Officer's orders.
...o Registers R Section.	A willing Official. Does his work well.	
...Registry of S.R. Sections.	2/10 A willing and quick hand doing good work.	
...Recording ...& miscellaneous ...connected ...months — ...ing and other ...ll sheets work in ...General Records.	Does his work Satisfactorily. 2/10 Is a willing worker. Does his work well.	
...Diary, Mss Registers	A willing hand. Is doing his work well 6/10/15	
...file registering	a very willing & careful W. 7.10.15 A new hand. 6/10	
...ering (all sections) ...the Mss Registers.	New hand. Is working willingly. 6/10/15 yet quite new. No Specimen can be recorded now. 5/10	
...ing of records.	Is a willing hand. (She has not yet reached the minimum prescribed as her is quite new). 11/10/15 11/10/15	